

## **CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**

### **Personnel Class Specification**

#### **SPECIALTY CASE MANAGER**

#### **DEFINITION OF CLASS**

Under the direction of the Family Division Coordinator the incumbent in this position will be responsible for all aspects of adoption, guardianship, SIJS and 1F1J case management, as well as providing supervision to the Adult Guardianship Liaison. This position requires the exercise of case-related discretion within guidelines established by the Court, the coordination of service delivery and support to the bench.

The incumbent must possess a strong working knowledge of the Family Law Article, Maryland Rules of Procedure, Estates and Trusts Article, Courts and Judicial Proceedings Article and the Immigration and Nationality Act as applicable to adoption, guardianship, SIJS and 1F1J matters. Additionally, employee must possess a thorough knowledge of court organization, court operations and internal office processes and the ability to make appropriate independent decisions while interacting with the public and employees.

Information obtained in the course of the performance of these duties is confidential or private in nature. The employee in this position must recognize that visitors to the court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that either an employee, or the court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee; letters, benefit or policy statements, performance evaluation, handbooks, or other employee communications should not be interpreted as such. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.**

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide direct oversight and supervision to the Adult Guardianship Liaison.
- Conduct regular team meetings.
- Develop and maintain a collaborative, team-centered approach to problem solving, addressing issues as they arise in order to maintain optimal performance.
- Approve Guardianship Liaison invoices for payment processing.
- Review pleadings in adoption, guardianship, SIJS and 1F1J cases filed in the court for legal sufficiency.
- Contact counsel or pro se petitioners and parties, via time limited error notice, to bring deficient pleadings into compliance.
- Provide daily monitoring of open cases. Monitor computer generated reports on a weekly basis.
- Review all open motions in adoption, guardianship and SIJS matters and make recommendations to specially assigned judges.
- Review administrative and emergency motions in 1F1J matters and make recommendations to assigned 1F1J judges.
- Communicate with the Assignment Office to schedule hearings as cases may require.
- Prepare 1F1J cases for scheduling hearings, identifying issues and appropriate services.
- Review cases prior to hearings to allow Court to resolve any issues that may prevent hearing from going forward as scheduled. Review requests for attorney's fees in guardianship matters and refer the requests to the Guardianship Fee Panel Judges.
- Work collaboratively with Senior Court Evaluator on adoption cases to ensure early identification of matters that require the attention of a court evaluator.
- Organize and participate in the court's annual Adoption Day, including setting filing and deficiency resolution deadlines for the Office of the County Attorney.
- Work collaboratively on the continued development and support of the adoption, guardianship, SIJS and 1F1J case management frameworks and any collateral support services.
- Maintain the Adult Guardianship Assistance Program and SIJS databases and provide statistical information to the Family Division Coordinator.

- Maintain collaborative relationships with and present informational seminars to community stakeholders to facilitate growth of the volunteer pool for the Guardianship Special Assistant Program.
- Organize and participate in training for any attorneys who wish to be included on the court's appointed counsel and appointed guardian of property list.
- Maintain list of persons eligible to serve as court appointed counsel and/or guardian of the property.
- Conduct orientation program for persons who have been appointed guardian of the person and/or property.
- Attend and provide support for the guardianship docket.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Ability to maintain a regular, punctual and reliable level of attendance.
- Ability to work independently and maintain high level interpersonal skills to handle sensitive and confidential situations.
- Ability to communicate effectively, both orally and in writing, and exercise a high degree of judgment, tact, diplomacy and competence when interacting with judges, attorneys, court personnel and the public.
- Ability to understand and apply the Maryland Rules of Procedure and relevant statutory provisions within established guidelines. The applicant must possess an excellent knowledge of legal pleadings and the ability to prepare draft orders.
- Ability to make decisions based on experience, good judgment and established policies and procedures.
- Ability to pay attention to detail in composing, typing and proofing materials; set priorities and simultaneously process multiple duties and responsibilities.
- Excellent telephone manner and experience interacting with the public.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

General Salary Schedule: \$64,708 - \$107,346

**MINIMUM QUALIFICATIONS**

- B.S. or B.A. degree from an accredited university with two years of legal experience; or certificate in paralegal studies from an accredited institution with a concentration in family law and four years court and/or legal experience. J.D. preferred, but not required. An equivalent combination of education and experience may be substituted.
- Proven ability to apply statutory requirements and possession of a thorough working knowledge of the Maryland Rules of Procedure is mandatory.
- Superior writing skills and command of English are essential.
- The applicant must have extensive experience and an in depth understanding of the operations of a court system of general jurisdiction and, in particular, family law.
- Must be proficient with Microsoft Office Suite, particularly Word, Excel and Access.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel and the general public in a fast paced environment.